

To help build formatting guidelines, please answer the following questions (if you know what you want):

Page Setup for the entire document

Margins: Top - (0.5", 1", etc.)?

Bottom - (0.5", 1", etc.)?

Left - (0.5", 1", etc.)?

Right - (0.5", 1", etc.)?

Headers – Different odd and even pages (yes or no)?

Different first page (yes or no)?

Header from edge: (0.25", 0.5", 0.75", 1" etc.)?

Footer from edge: (0.25", 0.5", 0.75", 1" etc.)?

Line under header (yes or no)?

Line above footer (yes or no)?

Title Page

Is there a title page: (yes or no)?

Is there an inside (secondary) title page: (yes or no)?

Is there a picture on the title page: (yes or no)?

What font type is used on the title page: (Times New Roman, Arial, Courier, etc.)?

What font styles are used on the title page: (Italic, Bold, Bold Italic)?

What sizes are used on the title page: (10 point, 11 point, 12 point, etc.)?

Are there any text effects: (All caps, small caps, superscript, subscript, etc.)?

Body of the document (A.K.A. - paragraphs)

Font type: (Times New Roman, Arial, Courier, etc.)?

Style: (Italic, Bold, Bold Italic)?

Size: (10 point, 11 point, 12 point, etc.)?

Effects: (All caps, small caps, superscript, subscript, etc.)?

Color: (Black, Red, Blue, etc.)?

Underline: (Yes or No)?

Paragraph parameters:

Alignment: (Left, Right, Center or Justified)?

Indentation: Left - (0.25", 0.50", 0.75", 1", etc.)?

Right - (0.25", 0.50", 0.75", 1", etc.)?

Special: Hanging - (0.25", 0.50", 0.75", 1", etc.)?

First Line - (0.25", 0.50", 0.75", 1", etc.)?

Spacing before and after each paragraph: Before – (0 pt, 3 pt, 6 pt, etc.)?

After – (0 pt, 3 pt, 6 pt, etc.)?

Line Spacing: (single, 1.5 lines, double, at least, exactly, multiple)?

Heading 1

Font type? (Times New Roman, Arial, Courier, etc.)?

Style: (Italic, Bold, Bold Italic)?

Size: (10 point, 11 point, 12 point, etc.)?

Effects: (All caps, small caps, superscript, subscript, etc.)?

Color: (Black, Red, Blue, etc.)?

Underline: (Yes or No)?

Paragraph parameters:

Alignment: (Left, Right, Center or Justified)?

Indentation: Left - (0.25", 0.50", 0.75", 1", etc.)?

Right - (0.25", 0.50", 0.75", 1", etc.)?

Special: Hanging - (0.25", 0.50", 0.75", 1", etc.)?

First Line - (0.25", 0.50", 0.75", 1", etc.)?

Spacing before and after each paragraph: Before – (0 pt, 3 pt, 6 pt, etc.)?

After – (0 pt, 3 pt, 6 pt, etc.)?

Line Spacing: (single, 1.5 lines, double, at least, exactly, multiple)?

Heading 2

Font type? (Times New Roman, Arial, Courier, etc.)?

Style: (Italic, Bold, Bold Italic)?

Size: (10 point, 11 point, 12 point, etc.)?

Effects: (All caps, small caps, superscript, subscript, etc.)?

Color: (Black, Red, Blue, etc.)?

Underline: (Yes or No)?

Paragraph parameters:

Alignment: (Left, Right, Center or Justified)?

Indentation: Left - (0.25", 0.50", 0.75", 1", etc.)?

Right - (0.25", 0.50", 0.75", 1", etc.)?

Special: Hanging - (0.25", 0.50", 0.75", 1", etc.)?

First Line - (0.25", 0.50", 0.75", 1", etc.)?

Spacing before and after each paragraph: Before – (0 pt, 3 pt, 6 pt, etc.)?

After – (0 pt, 3 pt, 6 pt, etc.)?

Line Spacing: (single, 1.5 lines, double, at least, exactly, multiple)?

Heading 3

Font type? (Times New Roman, Arial, Courier, etc.)?

Style: (Italic, Bold, Bold Italic)?

Size: (10 point, 11 point, 12 point, etc.)?

Effects: (All caps, small caps, superscript, subscript, etc.)?

Color: (Black, Red, Blue, etc.)?

Underline: (Yes or No)?

Paragraph parameters:

Alignment: (Left, Right, Center or Justified)?

Indentation: Left - (0.25", 0.50", 0.75", 1", etc.)?

Right - (0.25", 0.50", 0.75", 1", etc.)?

Special: Hanging - (0.25", 0.50", 0.75", 1", etc.)?

First Line - (0.25", 0.50", 0.75", 1", etc.)?

Spacing before and after each paragraph: Before – (0 pt, 3 pt, 6 pt, etc.)?

After – (0 pt, 3 pt, 6 pt, etc.)?

Line Spacing: (single, 1.5 lines, double, at least, exactly, multiple)?

Heading 4 – (if applicable)

Font type? (Times New Roman, Arial, Courier, etc.)?

Style: (Italic, Bold, Bold Italic)?

Size: (10 point, 11 point, 12 point, etc.)?

Effects: (All caps, small caps, superscript, subscript, etc.)?

Color: (Black, Red, Blue, etc.)?

Underline: (Yes or No)?

Paragraph parameters:

Alignment: (Left, Right, Center or Justified)?

Indentation: Left - (0.25", 0.50", 0.75", 1", etc.)?

Right - (0.25", 0.50", 0.75", 1", etc.)?

Special: Hanging - (0.25", 0.50", 0.75", 1", etc.)?

First Line - (0.25", 0.50", 0.75", 1", etc.)?

Spacing before and after each paragraph: Before – (0 pt, 3 pt, 6 pt, etc.)?

After – (0 pt, 3 pt, 6 pt, etc.)?

Line Spacing: (single, 1.5 lines, double, at least, exactly, multiple)?

Other Pages

Is there a Table of Contents: (Yes or No)?

Is there a Literature Cited or a References section: (Yes or No)?

Is there an Appendix: (Yes or No)?